

EMBASSY OF THE UNITED STATES OF AMERICA  
Bangui, Central African Republic

## VACANCY ANNOUNCEMENT

**NUMBER:** APER 009/11

**DATE:** JULY 14, 2011

<b><u>OPEN TO:</u></b>	<b>ALL INTERESTED CANDIDATES</b>
<b><u>POSITION:</u></b>	Warehouse Supervisor
<b><u>OPENING DATE:</u></b>	July 14, 2011
<b><u>CLOSING DATE:</u></b>	July 27, 2011
<b><u>WORK HOURS:</u></b>	Full-time; 40 hours/week
<b><u>POSITION GRADE:</u></b>	*Ordinarily Resident: CFA 6,082,451 p.a (starting Base salary) Position Grade: FSN-07

**NOTE:** All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.

The U.S. Embassy in Bangui is seeking an individual for position of Warehouse supervisor in the General Services Office (GSO) Warehouse.

### **BASIC FUNCTION OF POSITION:**

Under the direct supervision of the GSO, incumbent is responsible for managing, coordinating and directing the warehouse operations of Embassy Bangui. Oversees entire warehouse operations consisting of non-expendable storage area and several controlled expendable supply rooms. Ensures that all items, including hazardous materials, are stored properly, safely and neatly. Using database software and proper management practices, ensures that contents are protected from damage or theft. Responsible for and accountable for receipt, storage, and maintaining appropriate stock levels, transfers and disposals. Maintains post's residential furniture and welcome kit program. This position will supervise four employees in the warehouse, overseeing the work of the expendable supply, non-expendable supply, NEPA supply and receiving clerks. Supervises cleaning of TDY houses and monitors the Travel List for arrival/departure dates.

A copy of the complete position description listing all duties and responsibilities is available for review in the Human Resources Office and at the Embassy's entrance.

### **QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**1. REQUIRED EDUCATION:**

Completion of secondary school is required.

**2. REQUIRED WORK EXPERIENCE:**

At least four years of progressively responsible inventory management experience in an international organization or a large local company is required, including at least one year of supervisory experience.

**3. REQUIRED LANGUAGES:**

Level III English ability (good working knowledge) is required.

Level II French and Level II Sango are required.

**4. REQUIRED JOB KNOWLEDGE:**

Must have comprehensive knowledge of U.S. Government supply procedures and regulations. Must have good knowledge of the NEPA application. Must have good knowledge of standards of customer service. Must have a valid category B drivers' license for the CAR.

**5. REQUIRED TECHNICAL KNOWLEDGE:**

Must be able to direct and supervise efficiently, effectively and fairly. Must exercise tact in dealings with customers and American personnel and their spouses about furnishings, appliances and equipment. Strong customer service skills to deal effectively with unhappy customers and those with unreasonable expectations. Judgment to involve supervision when needed. Must have knowledge of basic mathematics. Basic Keyboard skills. Ability to operate supply handling equipment such as forklift. Physical able to lift as some heavy lifting is required and stand for hours during inventory. Accuracy in arithmetic.

**SELECTION PROCESS:**

When qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen AEFMs who hold a FMA appointment are ineligible to apply for advertized positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personnel Services Agreements (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and maintain a security clearance.

**TO APPLY:**

Interested applications for this position must submit the following or the application will not be considered:

1. Application for employment as a locally employed staff or family member (DS-174) and
2. A current resume or curriculum vitae that provide the same information as a DS-174.



3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATIONS TO:**

**Management Officer**

American Embassy Bangui

P.O. Box 924

Bangui, CAR

**Attention:** Warren Nixon


**DEFINITIONS:**

1. AEFM: A type of EFM who is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all the following criteria:
  - a) US citizen;
  - b) Spouse or dependent that is at least age 18;
  - c) Listed on the travel orders of a Foreign or Civil Service or informed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - d) Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternative safe haven abroad; and
2. Does not receive a USG annuity or pension based on a career in the U.S. Civil or Foreign Service.
3. Eligible Family Member (EFM): Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
4. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
5. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency based in the host country and has the required work and/ residency permits for employment in the country.
6. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
7. The U.S. Mission in CAR provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The

Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.



  
Warren Nixon  
**Management Officer**